

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA BARBARA RELATING TO THE DESTRUCTION OF RECORDS HELD BY THE ADMINISTRATIVE SERVICES DEPARTMENT IN THE CITY CLERK'S OFFICE, HUMAN RESOURCES DIVISION, AND INFORMATION SYSTEMS DIVISION

WHEREAS, the City Council adopted Resolution No. 07-066 on July 24, 2007, approving the City of Santa Barbara Records Management Policies and Procedures Manual;

WHEREAS, the City of Santa Barbara Records Management Policies and Procedures Manual contains the records retention and disposition schedules for all City departments. The records retention and disposition schedules are a comprehensive listing of records created or maintained by the City, the length of time each record should be retained, and the legal retention authority. If no legal retention authority is cited, the retention period is based on standard records management practice;

WHEREAS, Government Code section 34090 provides that, with the approval of the City Council and the written consent of the City Attorney, the head of a City department may destroy certain city records, documents, instruments, books or papers under the Department Head's charge, without making a copy, if the records are no longer needed;

WHEREAS, the Administrative Services Director submitted a request for the destruction of records held by the Administrative Services Department to the City Clerk Services Manager to obtain written consent from the City Attorney. A list of the records, documents, instruments, books or papers proposed for destruction is attached hereto as Exhibit A and shall hereafter be referred to collectively as the "Records";

WHEREAS, the Records do not include any records affecting title to real property or liens upon real property, court records, records required to be kept by statute, records less than two years old, video or audio recordings that are evidence in any claim or pending litigation, or the minutes, ordinances or resolutions of the City Council or any City board or commission;

WHEREAS, the City Clerk Services Manager agrees that the proposed destruction conforms to the City's retention and disposition schedules;

WHEREAS, the City Attorney consents to the destruction of the Records; and

WHEREAS, the City Council of the City of Santa Barbara finds and determines that the Records are no longer required and may be destroyed.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SANTA BARBARA that the Administrative Services Director, or his designated representative, is authorized and directed to destroy the Records without retaining a copy.

ADMINISTRATIVE SERVICES DEPARTMENT

CITY CLERK'S OFFICE

<u>Records Series</u>	<u>Date(s)</u>
Advisory Group Member Information	1986 – 2005
Contracts and Agreements	1953 – 1955
Statements of Economic Interest	2000

HUMAN RESOURCES DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Bids and Proposals	Prior to 2007
Correspondence	Prior to 2006
General Administrative Files	Prior to 2006
Claims	Prior to 2006
Closed Eligibility and Examination Files ("Abolished Files")	Prior to 1990 2000 – 2/2006
Department Files	Prior to 2003
Employment Eligibility Forms (I-9)	Prior to 2005
Exit Interviews	Prior to 2003
Personnel Folders (inactive)	Prior to 1983
Vacancy Files ("Green Sheets")	Prior to 2006

INFORMATION SYSTEMS DIVISION

Financial Files	Through FY 2005
Access Request Forms	To July 2007
Computer Inventory File	Through FY 2004
Computer Project File	Through FY 2006
Logs	Through 12/31/05
System Documentation	Through FY 2006